

ER - J. L.
19 Mar 61
AWD/WE
61-13842

14 March 1961

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : (1) Handling of Letter dated February 17
from Congressman Auchincloss
(2) Handling of Congressional Mail

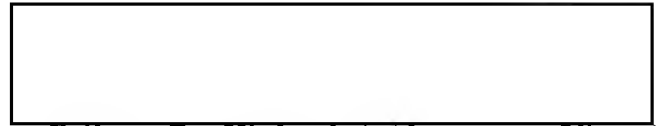
REFERENCE : Memo from DCI to Legislative Counsel
and Director of Personnel dated 8 March 1961

STAT 1. In response to your memorandum, and per the buck
slip from [] I have investigated the handling of the
letter from Congressman Auchincloss. Attached are the memo-
randa from Legislative Counsel and the Director of Personnel
which indicate that the letter was slow in reaching the Personnel
Office, and that there was delay in that office in acting upon it.
Both the offices of Legislative Counsel and Personnel indicate
that they are tightening up their procedures in this regard.

STAT
STAT 2. You should also know that two weeks ago, but not
soon enough to affect the letter from Congressman Auchincloss,
I instituted certain procedures in handling all congressional mail.
In order to expedite the receipt of the mail, all congressional
mail is immediately delivered to my office rather than going
through [] who then routed it to [] who
STAT routed it to whomever would prepare the reply. Under the new
STAT system the mail is delivered to my desk immediately; I call the
STAT appropriate office to start their action on the letter, and then
ask [] office to pick up the letter by hand and move
it on promptly. I believe that this new system will actually speed
up congressional mail by a matter of weeks rather than days.
We have also instituted the practice of telephoning the office of
the congressman within 24 hours to advise of the receipt of the
letter and that action is taking place on it. Finally, we are

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giving quite short deadlines for the preparation of replies inasmuch as in many instances these replies are done over at this level. My office will maintain a close check on the congressional mail, in addition to that in the Legislative Counsel's office and in the Office of Personnel.



STAT

Lyman B. Kirkpatrick
Inspector General

STAT

cc: DDCI

8 March 1961

MEMORANDUM FOR: Legislative Counsel
 Director of Personnel

VIA : Inspector General

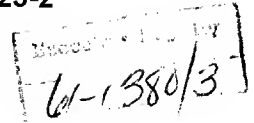
I am extremely embarrassed at the delay in your two offices in the handling of a letter dated February 17 from Congressman James C. Auchincloss. The draft reply to this letter reached my office on March 8, and was immediately dispatched, and then only after we had received a second letter from the Congressman, asking "to let me hear from you without further delay."

I wish an immediate investigation in your two offices, in concert, to determine the responsibility for the delay in handling this simple piece of correspondence. Also, I wish the Office of Legislative Counsel, as it refers mail, to keep a careful check on the referral and to see that the office to which such mail is referred responds promptly.

I am now establishing a check, either in this office or in the Office of the Inspector General, of any Congressional mail that is referred, and strong measures will be taken if Congressional mail is not handled promptly and efficiently.



ALLEN W. DULLES
Director



14 March 1961

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Handling of Mail from Members of Congress

1. I sincerely regret the delay in the handling of the letter dated 17 February 1961 from Congressman James C. Auchincloss and I wish to apologize for the embarrassment caused you. We are, of course, aware of the necessity for prompt replies to congressional inquiries on the basis of both good business and as a simple matter of courtesy. This particular incident is not representative of the normal flow of congressional mail.

2. While the letter from Mr. Auchincloss is dated 17 February, apparently it was not received in the Agency until 20 February. It was then received in my office on 23 February and dispatched the same day to the Personnel Office. It was returned to this office on 6 March. Upon review of the letter, it was determined to be not completely responsive and was rewritten in this office and delivered to the Office of the Director on 8 March.

3. This office maintains a suspense check on all congressional mail referred to other offices whether for preparation of a reply or for provision of information except for letters dealing with personnel matters. By arrangement with the Director of Personnel when I first assumed the responsibilities for this office, it was agreed that Personnel would maintain a suspense procedure and that we would not duplicate it here. This has now been changed and we will maintain suspense lists for all congressional mail without exception. Another improvement was instituted approximately ten days ago wherein congressional mail opened in Executive Registry is delivered directly to the Inspector General for noting and direct forwarding to this office for action.

4. Mr. Echols and I have instituted additional procedures and controls designed to assure proper and timely handling of this type of correspondence. In addition, I have reviewed and revised procedures within this office designed to insure timely replies to all congressional mail.

STAT



Legislative Counsel

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Inspector General	LBK	13 Mar.
2	LEG. COUNSEL	SSW	14 MAR.
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: <p>Kirk:</p> <p>In addition to the reply the Director signed to Congressman Auchincloss on 8 March, he also called the Congressman on 9 March and "personally apologized" for this delay.</p> <p>The Director has also asked that the investigation referred to in paragraph 2 of the attached memo be conducted by the IG.</p> <p style="text-align: right;">JSE</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
EO/DCI [REDACTED]			9 Mar 61